



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 18.12-DOE**

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### **Subject: Services For Identified Youth Needs**

supersedes: DYD 16.1

**Approved by:**

A handwritten signature in black ink, appearing to read "George M. Hattaway", is written over a light blue grid background.

**Effective date:** 07/01/1990

**Authority:**

TCA 37-5-106

**ACA Standard:**

6158, 6169, 6179,  
6183, 9339, 9340,  
9375, 9390

- I. APPLICATION: To all employees at Youth Development Centers, Community Residential Programs/Observation and Assessment Centers, Contract Agencies, and Foster Homes.
- II. POLICY: It is the responsibility of the Department of Children's Services to provide the resources that are necessary to adequately and effectively meet the needs of each of its youths as identified in their Individual Program Plan (IPP). Staff should make every possible effort to utilize existing resources within the Department of Children's Services including personnel and equipment which can be purchased or contracted for to meet the identified needs of all youths.
- III. PROCEDURES:
  - A. Each youth will be evaluated, their needs identified, and an IPP developed.
  - B. When a youth is being classified, part of the evaluation process shall be to identify, visibly or by a competent authority, any need(s) including any special needs the youth might have. Special needs shall be measured or evaluated by a recognized standard or authority. After the need is identified, the program staffing team shall determine a program of treatment to be written into the IPP which shall include assessment of the priority of the need(s) in the youth's present treatment.
  - C. Services may be in the nature of personnel, equipment or otherwise and may include, but not be limited to, psychological/psychiatric evaluation and treatment, speech/hearing therapy, drug/alcohol treatment, academic programs, non-academic programs, medical/dental services and extracurricular service activities which have been mandated in the IPP as necessary and beneficial to the youth's program of treatment.

1. If the identified personnel, equipment or service(s) are not available through the use of the program's resources, the program staffing team leader shall notify the Community Residential Program or Observation and Assessment Center Supervisor/ Director/ Superintendent who shall review and evaluate the team's findings and notify the appropriate Assistant Commissioner. The program staffing team shall document efforts to obtain services and may request the assistance of other staff members to identify, develop or otherwise access the needed personnel, equipment or services. The program staffing team may consider transfer to another program, utilization of contract resources, interagency agreements, or volunteers in efforts to obtain services.
2. After the youth's needs have been identified and services obtained, the youth's counselor or medical staff shall be responsible for investigating the availability of any insurance benefits, third party coverage or other resources available through the parents/guardians/youth to pay for any such incurred for such services. If resources are not available, the youth shall receive the services at no expense to his/her family.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission  
of Chancery Court, Davidson County, Nashville, Tennessee.)**